

Business Procedures  
Series 800

Policy Title: Solicitations of Funding by Heartland Employees Code No. 808

**Policy Statement**

Heartland AEA solicits funding only on a limited basis from corporations, individuals, universities, and associations. Heartland AEA may solicit funds on limited occasions to support special Agency events/activities.

**Scope of Policy**

An employee or employee group may solicit funds on behalf of Heartland AEA with the approval of the chief administrator. Solicitation includes, but is not limited to, requests for funds from corporations, individuals, associations, or universities.

**Accountability Overview**

An employee or employee group which obtains funds must file a report with the chief financial officer within 30 days after receipt, identifying amounts, dates, and use of funds.

Date of Adoption: May 14, 1991

Reviewed: 11/10/92

Amended: 12/8/92 & 9/8/98, 8/05, 5/13/14, 3/14/17, 4/13/21